

Job Title: TECHNICAL MANAGER IV - URBAN HIGHWAYS PROGRAM ANALYST - IPR#46587

Agency : Department of Transportation

Closing Date/Time: 06/07/2023

Salary: \$5,120 - \$9,155 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire an Urban Highways Program Analyst.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement
- Employee Assistance Program and/or mental health resources

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for assisting in the development of the urban highways element of the department's multi-year proposed Highway Improvement Program (MYP); ensuring the accuracy and completeness of the urban project information in the Windows Program Planning System (WPPS); programming and monitoring special federal funds allocated to the department for use on specific urban highway projects; and ensuring that all urban projects are compliant with the department's Transportation Asset Management Plan (TAMP) and department issued guidance, as well as the Bureau of Programming's programming guidelines.

District 1 MYP projects on file: 3,647
District 1 MYP program size: \$5.5 billion

This position reports to the Urban Highways Program Manager. There are no subordinates reporting to this position.

This position is part of a professional and technical staff charged with the development, preparation, publication, and monitoring of the urban highway element of the department's MYP. This position provides technical assistance in the review and resolution of problems associated with project candidates submitted by the District 1 office. In addition, this position provides technical support in the identification of urban highway problems and alternative solutions and recommendations for specific projects and assists with various duties related to preparing the urban highways element of the MYP for publication.

The greatest challenge of this position is to develop the expertise required for analysis of highway needs and priorities for developing the urban highways element of the MYP. Typical problems include candidate projects not meeting programming criteria and projects not complying with the department's TAMP and department issued guidance.

The incumbent evaluates project submittals from the District 1 office against the Program Development Section's programming guidelines and criteria. The incumbent will review and assist in the resolution of problems with project candidates submitted by District 1. The incumbent tracks, monitors, and programs special federal funds that are allocated to the department under either previous or future federal highway transportation bills and through previous or future state appropriation bills for use on specific urban highway projects. The incumbent may prepare status updates on allocated special federal funds and detailed status reports for District 1 projects included in the MYP. The incumbent utilizes acquired knowledge of pavement management systems, the WPPS, traffic, capacity, location studies, and other preconstruction activities to assess highway needs and priorities for developing the urban highways element of the MYP. The incumbent assists in programming and monitoring the approved statewide line items and related obligations, as requested.

(Job Responsibilities continued)

The incumbent is given general latitude in completing accountabilities. Problems such as candidate projects not meeting programming criteria and inquiries beyond the technical feasibility of projects in the MYP will be brought to the attention of the Urban Highways Program Manager.

The incumbent has frequent internal contact with the section chiefs and technical staff in the Bureau of Programming, Bureau of Planning, and the Office of Highways Project Implementation in the course of work activities. The incumbent has frequent internal contact with District 1 personnel in coordinating project data flow. The incumbent has periodic contact with the Federal Highway Administration (FHWA) and other state agencies.

The incumbent attends technical workshops and instructional sessions on occasion. Occasional statewide travel with overnight stays is required to attend meetings and conferences.

The effectiveness of this position is measured by the incumbent's ability to identify, evaluate, and monitor candidate projects in an accurate, concise, and complete manner considering programming guidelines and criteria. It is also measured by the incumbent's ability to correctly program and initiate federal authorization of special federal funds so that the department can utilize the allocated special funds before they lapse or are revoked by the FHWA.

Principal Accountabilities

1. Evaluates candidate project submittals from the District 1 office for compliance with the Program Development Section's programming guidelines and department issued TAMP guidance.
2. Reviews and assists in the resolution of problems with project candidates submitted by the District 1 office for various program categories (resurfacing, major construction, safety, etc.).
3. Assists with the coordination of annual requests for statewide line items from various bureaus within the department, as well as programs and monitors the approved statewide line items and related obligations.
4. Tracks, monitors, and programs special federal funds allocated to the department under either previous or future federal highway transportation bills and through previous or future state appropriation bills for use on specific urban highway projects.
5. Prepares detailed status reports for projects in the current MYP.
6. Prepares status updates on allocated special federal funds, as required.
7. Assists in preparing the urban highways element of the MYP for publication.

8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in business, accounting, finance or public administration plus two years of experience in monitoring and managing large amounts of data, managing multiple projects and tasks while meeting deadlines, or a combination thereof; OR
 - Eight years of experience in monitoring and managing large amounts of data, managing multiple projects and tasks while meeting deadlines, or a combination thereof
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Experience with Microsoft SharePoint, Excel, and Word
- Effective oral and written communication
- Knowledge of the different phases of highway construction and pre-construction activities
- Ability to effectively monitor and analyze data and provide accurate and timely program information
- Detail-oriented
- Ability to communicate to the supervisor, colleagues, and staff in a clear, concise, and accurate manner

Work Hours: 8:00 AM - 4:30 PM Monday-Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Planning & Programming/Bureau of Programming

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Fiscal, Finance & Procurement; Science, Technology, Engineering & Mathematics

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application

Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com